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Report For Week Ending 20 August 1957
From
Records Center

During this week the following accessions were made:

OCR	28 Cu. Ft.
ONE	3 " "
COMPT	82 " "
OO	39 " "
ORR	1 " "
OTR	9 " "
Sub-Total:	<u>162 Cu. Ft.</u>
Finished Intelligence	21 " "
Total:	<u>183 Cu. Ft.</u>

Map Negatives	985 Cu. Ft.
Records Holdings	23,562 " "
Distribution Material Holdings	<u>10,554 " "</u>
Total:	<u>35,101 Cu. Ft.</u>

Distribution Material Disposed of at Center	7 Cu. Ft.
Distribution Material Transferred from Center	11 " "
Records Disposed of at Center	0 " "
Records Transferred from Center	0 " "
	<u>18 Cu. Ft.</u>

Accessioning

The Office of Comptroller retired 45 cubic feet of records to be stored in their Grilled Area.

The 39 cubic feet of records received from OO/C were case files which are to be serviced by envelope.

The Center returned 3 cubic feet of "red tape" material to ORR. This material had been packaged in odd sized boxes; therefore, they had to be returned to be reboxed by authorized persons.

Reference

In order to facilitate reference service, the Reference Branch expanded and reboxed Job 57-463 which was retired by Comptroller/Finance Division. This job originally consisted of 109 cubic feet, but was expanded to 119 cubic feet.

General

There were eight applications submitted to our training officer to be approved for formal training. This represents 2/3 of the Center's personnel.

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Acting Deputy Chief, Records Center

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The following figures indicate the space utilization by operating component within the Center:

<u>Operating Component</u>	<u>Available</u>	<u>Utilized</u>	<u>Total</u>
Supplemental Distribution	1,887	10,023	11,910
DD/P	1,930	6,800	8,730
DD/S	201	7,659	7,860
DD/S (Compt.Grilled Area)	5	475	480
DD/I	18	6,792	6,810
DD/I (Grilled Area)	1,449	2,331	3,780
DCI	37	23	60
Map Negative	<u>605</u>	<u>985</u>	<u>1,590</u>
TOTAL:	6,132	35,088	41,220

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